

Mandatory Reference: 501
File Name: 501mab_091203_cd33
Revision: 09/12/2003

Clearance List for ADS Material

Always Required

You must send ALL clearance material to the following offices:

(You may use the Outlook Global Address List named “**ADS CLEARANCE Mail List (M.AS.IRD)**” to capture these names. You must check the list of “Sometimes Required Clearing Officials” for additional names.)

Contact Person	Office Symbol	Bureau/Office
Steve Giddings	AFR	Bureau for Africa
Rachel Herr	ANE	Bureau for Asia and the Near East
Joe Keady	CFO (M/FM and M/MPI)	Office of the Chief Financial Officer (Bureau for Management, Offices of Financial Management and Planning, Management and Innovation)
Tom Ross	DCHA	Bureau for Democracy, Conflict, and Humanitarian Assistance
Joycelyn Scriber	E&E	Bureau for Europe and Eurasia
Frank Alejandro	EGAT	Bureau for Economic Growth, Agriculture, and Trade
David Grim	EOP	Office of Equal Opportunity Programs
Sarah Taylor	GC	General Counsel
Lorie Dobbins	GDA	Global Development Alliance Secretariat
Tanya Dalton	GH	Bureau for Global Health
Maria Marigliano	LAC/AA	Bureau for Latin America and the Caribbean, Office of the Assistant Administrator
Mary Felder	LPA	Bureau for Legislative and Public Affairs
Nora Lewis	M/OMS	Bureau for Management, Overseas Management Support Staff
Chad Weinberg	PPC/SPP	Bureau for Policy and Program Coordination, Office of Strategic Planning Coordination
ADS (Sue Collier)	M/AS/IRD Directives Shop	Bureau for Management, Office of Administrative Services, Information and Records Division

Please see the Sometimes Required List beginning on the next page. You may be required to send your material to one or more of the individuals on that list.

Sometimes Required Clearances

If your ADS material deals with:	Then you must send your ADS material to:		
	Contact Name	Office Symbol	Bureau/Office
<ul style="list-style-type: none"> • The conduct of audits of Agency programs or procedures that promote the economy and efficiency and the detection of fraud, waste, and abuse of these programs and operations. • The financial operations and information technology of the Agency and the economy, efficiency, and effectiveness of USAID programs and administrative functions (review and comment but no clearance) 	Darren Roman cc: Robert Perkins, IG/Legal Counsel	IG/A/HLC	Office of the Inspector General, Office of Audit, Headquarters Liaison and Coordination Division
<ul style="list-style-type: none"> • Strategic Planning • Information Architecture • Capital Planning • Budget Formulation • Information Systems Security • Privacy Protection • Freedom of Information Act (FOIA) • Records Management • Knowledge Management • Electronic Government • Information Dissemination • Information Technology (IT) Skills • Accessibility • Performance Monitoring and Evaluation 	Margaret A. Miller (temporary)	M/AA (CIO)	Office of the Chief Information Officer
<ul style="list-style-type: none"> • Office Services directives: <ul style="list-style-type: none"> – Space/Moves – Personal Property – Real Property – Safety/Health – Equipment/ Supplies – Storage – Gifts/Art Bank – Recycling – Security 	Karen Vassallo	M/AS/CPD	Bureau for Management, Office of Administrative Services, Consolidated Property Management Division
<ul style="list-style-type: none"> • Travel 	Diane Carter	M/AS/TT	Bureau for Management, Office of Administrative Services, Travel and Transportation Division
<ul style="list-style-type: none"> • Freedom of Information Act (FOIA) <ul style="list-style-type: none"> – Privacy Act of 1974 – Systems of Records • Records Management (ADS 502) <ul style="list-style-type: none"> – Declassification – Electronic Records – Vital Records – Forms – Disposition of Records – Strategic Objective Documents – Correspondence Management 	Joanne Paskar cc: Cynthia Staples	M/AS/IRD	Bureau for Management, Office of Administrative Services, Information and Records Division

Sometimes Required Clearance list, continued

If your ADS material deals with:	Then send your material for clearance to:		
	Contact Name	Office Symbol	Bureau/Office
<ul style="list-style-type: none"> • Employee Travel Entitlements • Financial Management Policies with Personnel Implications (pay, benefits, overseas allowances) • Overseas Management Policies with Personnel Implications (emergency planning and evacuations, mission closeouts and openings, etc.) • Personnel Security Issues (suitability determinations, security clearances) • 300 Major Functional Series • Contract Employees (PSCs, PASAs, etc.) 	Patrick Brown	M/HR/PPIM/PP	Bureau for Management, Office of Human Resources, Policy Planning and Information Management Division, Policy and Planning Branch
<ul style="list-style-type: none"> • Information Technology • Information Management Plans • Information Systems • Telecommunications • Automated Data Processing (ADP) • Computer Systems • Data Administration • Federal Information Processing (FIP) Resources • Automated Information System Security 	Joe Gueron cc: Joyce Cosby cc: Evelyn Hogue (for Information Systems Security)	M/IRM	Bureau for Management, Office of Information Resources Management
<ul style="list-style-type: none"> • Procurement/Contracts • Grants and Cooperative Agreements, including planning, implementation, and administration (not to include assistance agreements with foreign governments and ASHA grants) • Personal Services Contracts/Contractors (U.S., TCN, and FSN) • Commodity Import Programs (including commodity eligibility and other commodity management issues, except those relating to Food for Peace) • Source and Nationality • Excess Property • Host-Country Contracting • Program-Funded Transportation of Goods • Contractor and Recipient Audits • FAA Sec 632(b) interagency agreements, including PASAs and RSSAs • Delegations of Authority relating to contracts and assistance agreements, except to foreign governments 	Raquel Powell	M/OP	Bureau for Management, Office of Procurement

Sometimes Required Clearance list, continued

If your ADS material deals with:	Then send your material for clearance to:		
	Contact Name	Office Symbol	Bureau/Office
Financial (program or OE) and workforce matters (directly or indirectly related)	James Painter	PPC/RA	Bureau for Policy and Program Coordination, Office of Resource Allocation
<ul style="list-style-type: none"> • Program Planning and Budgeting • Project Assistance • Non-Project Assistance • Procurement Policies • Procurement Regulations • Records Management • Information Services • Communications Management • Regulations on Submission of Contractor Reports 	Lee White	PPC/CDIE/DI	Bureau for Policy and Program Coordination, Center for Development Information and Evaluation, Development Experience Information Division
<ul style="list-style-type: none"> • Physical Security • Personnel Security • Information Security (including classified information on ADP systems) • Physical Security Overseas: There are rigid national security requirements associated with the physical location of U.S. facilities overseas, the granting of access to workspace in proximity to locations where National Security Information is stored, discussed, or used; and the hiring of U.S. Direct Hire or U.S. Personnel Service Contractor employees of USAID. • National Industrial Security Program (NISP) <p>Any directive addressing these topics must be cleared in advance by the Office of Security.</p>	Mike Flannery	SEC	Office of Security

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